STUDENT ASSISTANT POSITION ANNOUNCEMENT
Graduate Student Assistant, Office of Graduate Studies
2016–2017 Academic Year

Position: Graduate Student Assistant for the Office of Graduate Studies (one position)

Job Description: Working under the general supervision of the Dean of Graduate Studies and the Office Manager, the Graduate Student Assistant deals consistently with individuals from on campus and off campus; is responsible for the interpretation of policies and procedures; answers phones and uses good oral communication skills; interacts with individuals who come to the office; answers questions about various aspects of graduate programs including admission to programs and requirements for programs; provides direction to individuals so that their questions get answered; provides quality service to administrators, faculty, current students, and potential students who contact the office; processes funding requests and reimbursements for students seeking and receiving travel support; keeps track of expenses; provides assistance related to policies and procedures for students who are interested in special programs offered through the Office of Graduate Studies; uses Excel and Word and is familiar with presentation and statistical analysis of data; provides general assistance to the Dean, Office Manager, and Graduate Resource Center Coordinator of the Office of Graduate Studies; files paperwork; and completes other duties as assigned.

Qualifications: Applicant must be a current degree-seeking graduate student; have previous office experience; must possess work experience requiring attention to detail and accuracy; have experience with Microsoft Office Software including Outlook, Excel, Word, SPSS; have experience in general data analysis; have excellent oral and written communication skills; provide excellent customer service.

In addition to meeting fully its obligations under federal and state law, California State University, Los Angeles is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. To that end, all qualified individuals will receive equal consideration without regard to economic status, race, ethnicity, color, religion, national origin or cultural background, political views, sex or sexual orientation, gender, or other personal characteristics or beliefs.

Hiring Criteria: A description of the position may also be viewed via Eagle iJobs (Job ID #22760). Interested candidates will submit the Student Employment application to the Career Development Center, and submit paper copies of the following materials to the Graduate Resource Center (Library North A124):

- A completed Student Employment application
- Curriculum vita or résumé
- Writing sample
- GET print-out verifying enrollment in a graduate degree program in Spring 2017

Deadlines: Review of applications begins immediately. Incomplete applications will not be considered. Positions will remain open until filled.